

# SIS 2000+ Training Manual

## **Mark Reporting**

### **Mark Calculations and Related Reports**

Mark Reporting Calculation Applications:

- Calculate Attendance
- Calculate Final Marks
- Post Marks to History

Mark Reporting Reports:

- Honor Roll
- Report Cards

### ***Pre-Requisites***

For the Calculation Process to be run successfully, students' Marks should have been entered and verified at this point. For both the Entry and Calculation processes of Marks, it is extremely important that set-up was performed accurately and completely. Refer to the other Mark Reporting documents for more information on the steps that lead up to Mark Calculation.

### ***Purpose***

The overall goal of Mark Reporting is to be able to print and distribute Report Cards. Through the Mark Calculation Process, totals and averages that are included on the Report Card will be generated. Also, Marks that need to be stored with a student's record (posted to their Academic History) are also dealt with here. Ultimately, after the steps in this process are completed, you will be able to go to Academic History, view posted Marks, calculate students' Grade Point Averages, and print transcripts.

### ***Training Objectives***

Mark Calculation Applications:

- Calculate Attendance
- Calculate Final Marks

Posting and Distributing Marks:

- Honor Roll
- Report Cards
- Post Marks to History

### ***Review of the Mark Reporting Process***

Through the Mark Reporting Set-Up Process, you created a '**Mark Reporting Timeline**' that laid out when, during the school year you would collect and process Marks. You also specified what "type" of Marks ('**Mark Types**') would be collected at each point ('Academic', 'Citizenship', 'Effort',

etc.), and what exactly those Marks would be (**'Mark Values'**). At that time, you also specified which Marks would be posted to a student's Academic History record.

Particular points in the Timeline were grouped together into **'Mark Definitions'**. Then, courses were linked to these Mark Definitions. This defined which Timeline Points would be associated with each course; and in turn, the order in which these points would be displayed in the columns seen in Student Marks and Class Marks.

Then, during the Mark Reporting Entry Process, you entered the Marks that students earned in their courses, based on the Mark Definition selected for that course, through the Class Marks and Student Marks applications. In both applications, the spreadsheet grids where Marks were entered represented the Mark Reporting points that were defined through the Table Editor and Mark Reporting Set-Up Applications.

### ***Overview of the Mark Calculation Process***

The Mark Reporting Calculations and Posting Mark to History are the final steps in the complete Mark Reporting process. After Marks are entered and adjusted, reports will need to be generated and distributed. Some of the data on the Progress Report and Report Card reports will not display unless certain calculations are run. Attendance totals, for example, will not be displayed unless the Calculate Attendance process has been run.

Through all of the Mark Calculation programs, it is important to keep the Mark Reporting Terms and Timeline Points straight and make sure that the proper Terms and/or Points are selected when running the calculations.

Before printing Report Cards you will want to run the Attendance, Final Marks, and Honor Roll calculations in order for those totals and averages to print with the students' Marks.

Then after all of these calculations are run, Marks will need to be Posted to Academic History for use in storing and printing transcript information, calculating GPA's, and checking for the completion of Graduation Requirements.

## Mark Reporting Calculations

### CALCULATE ATTENDANCE

The Calculate Attendance program is used to calculate a total number of absences for each course for a selected date range and Mark Definition. Before this is run, you will want to verify that the Attendance data and codes are correct.

Attendance data can be viewed through the Attendance – Student History application if need be.

Attendance codes that will be counted as absences are those that are designated as 'apportioned' in the Attendance Codes table in the Table Editor. Codes with a 1 in this column will be counted as absences; zeros will not be counted. You may want to go to the Table Editor at this point to check that your Attendance Codes are set up properly, so that the totals appear correctly on the Report Cards.

### Launch Calculate Attendance

From the Mark Reporting Menu, select **Calculate Attendance**. This program has the look of a report because you create a set of options on the first page, and can select a set of students to calculate for if you do not want to do all students at this time.

North Lincoln High - Calculate Attendance for Marks

File Help Date: 09/08/1998

Options Select

Date Range: 01/22/1998 to 06/05/1998

Mark Report Point: Fourth Nine Weeks

Mark Definition: Both Semesters

Reset

Calc Quit

*Calculate Attendance Options tab.*

**Date Range** – select the beginning and ending of the range of dates that will be included in this calculation.

**Mark Reporting Point** – select the Mark Reporting Point, from your Timeline, that this Calculation will be posted to. This relates directly to the Report Card in that the Timeline Point you choose for that report will define which Attendance Calculation will be printed on the Report Card. You will want to store the attendance totals in the correct Mark Reporting Point so that the proper calculations will print on the Report Cards.

**Mark Definition** – select the Mark Definition that this Calculation and the above selected Timeline Point belong to in order to choose which courses attendance totals will be calculated for. Again, this relates directly to the attendance total that is printed on the Report Card. The attendance totals that print on the Report Card are based on the Mark Definition and Mark Reporting Point that you select when you print Report Cards.

**Select Tab** – On the 'Select Tab', you may choose to calculate the attendance for a particular student, grade level, group of students, or track. The select functions here work the same as they do in other SIS 2000+ applications and reports.

## Calculate the Attendance Totals

After you have set your Options and made any selections on the Select tab, you may click the **Calc** button to run the Attendance Calculation. This will take a while to run and a gauge will be displayed showing the progress of the calculations.

When the calculations are complete, a dialogue box will appear telling you how many attendance records were posted and how many were updated.

**NOTE:** You will have to run the Attendance Calculation for each Mark Definition that contains the selected Timeline Point for each set of date ranges. For example, if you have Mark Definitions for 'Semester 1' and for 'All Year', you will need to run the Attendance Calculation twice for each date range if both Mark Definitions include the Timeline Point called 'First Nine Weeks'. One time, the courses with 'Semester 1' selected as their Mark Definition will be included in the calculations. The second time, courses with 'All Year' selected as their Mark Definition will be included.

## View Data

Calculated attendance data retrieved by this procedure will be posted per class to the Report Card Comments area of the Class Marks and Student Marks applications. The data can be viewed in either application in one of two ways.

### By Right-Clicking a Mark Cell

Select a student then right click on the target grade bucket (cell in the grid) after selecting the proper class and Mark Reporting point.

At the lower right corner of the Comments screen that appears is the calculated attendance data for that class.

The screenshot shows a software window titled "North Lincoln High - Class Marks Editor". It contains several input fields and sections:

- Student:** Carson, Joey W (15123732)
- Track:** T - T 0195 97/98
- Class Description:** 23.051 7 - 2 - AMERICAN LIT/COMP CP
- School:** 0195 - North Lincoln High
- Term:** G4 - Mark Reporting Period 4
- Report Card Comments:** A text area with a dropdown arrow.
- Report Card Notes:** A text area with a dropdown arrow.
- Attendance Data:** A table with four rows and two columns, connected by blue arrows pointing from left to right.

Graduation Credits Attempted	0.000	→	Periods Enrolled	40
Graduation Credits Awarded	0.000	→	Periods Present	38
GPA Credits Attempted	0.000	→	Periods Absent	2
GPA Credits Awarded	0.000	→	Periods Tardy	1

At the bottom are "Undo" and "Done" buttons.

**Report Card Comments area for a selected student; accessed by right-clicking on a student's mark cell in either the Class Marks or Student Marks application.**

**Periods Enrolled** - Total number of periods this course met during the selected Reporting Period.

**Periods Present** - Number of periods this student was present in this course during the Report Period.

**Periods Absent** - Number of periods this student was absent from this course during the Report Period.

**Periods Tardy** - Number of periods the student was tardy to this course during the Report Period.

## By Selecting to View Only One Mark Reporting Term

The other way to view the attendance calculations for students is to use the **Select** feature in either the Class Marks or Student Marks application to choose a Mark Reporting Term to view and filter the display by. This will automatically bring up a detail grid that shows each student's Report Card Comments fields on the same screen as their other Marks. The last few columns of this grid show the resulting attendance calculations.

North Lincoln High - Class Marks Editor

File Help Date: 09/08/1998

Faculty: Ardis, Charlene (15000075)

Class: 23.051 7 - 2 AMERICAN LIT/COMP C

Track: T - T 0195 97/98

Student	G4 /A	G4 /C	G4 /E	G4 /T	cmt1	cmt2	cmt3	cmt4	note	crd at	crd aw	gpa at	gpa aw	pd enr	pd prs	pd abs	pd tdy
Carson, Joey	88	4	5	4					Note	0.000	0.000	0.000	0.000	40	38	2	1
Clayton, Mathew	97	5	5	5					Note	0.000	0.000	0.000	0.000	40	40	0	0
Fernandez, Jean	91	5	4	5					Note	0.000	0.000	0.000	0.000	40	34	6	0
Golden, Kristini	90	5	5	4					Note	0.000	0.000	0.000	0.000	40	38	2	1
Grady, Christian									Note								
Graham, Audrey									Note								
Hardy, Iretha									Note								
Hutchison, Emerald	89	4	4						Note	0.000	0.000	0.000	0.000	35	33	2	0
Kelley, Dennita	75	4	3	3					Note	0.000	0.000	0.000	0.000	40	35	5	3
Kent, Christin									Note								
Lott, Dori	82	5	4	4					Note	0.000	0.000	0.000	0.000	40	36	4	2
McGovern, Julian									Note	0.000	0.000	0.000	0.000	0	0	2	0

Print Find List Select Undo Save Quit

**Report Card Comments grid displayed after using the Select feature to view one Mark Reporting Term.**

The same fields are displayed in both methods, just in a slightly different manner.

## CALCULATE FINAL MARKS

In some schools, where NUMERIC MARKS are used, Final Marks are generated based on Marks earned throughout the semester or school year. The Final Marks calculation comes from the Academic Marks that a student earns. This step is optional and will only apply to those schools using grade averaging.

Final Marks will only be calculated for student's courses where they have a complete set of Academic Marks in that course, based on that course's Mark Definition. In other words, if the "Semester 1" Mark Definition is set-up with two Academic Marks, a final grade for courses with that Mark Definition selected will only be generated for students who have a Mark in both of those Academic Mark columns. If a student only has a Mark for one of those Academic Marks, no Final Mark will be calculated.

**NOTE: Final Marks will be posted to a selectable Mark Type. You will want to make sure that during the Mark Reporting Set-Up Process you add a Mark Type for the Final Mark for the proper Mark Definition. The Final Mark will be posted to the Mark Item (Final Mark Type) that you select for courses that are associated with the Mark Definition that you select.**

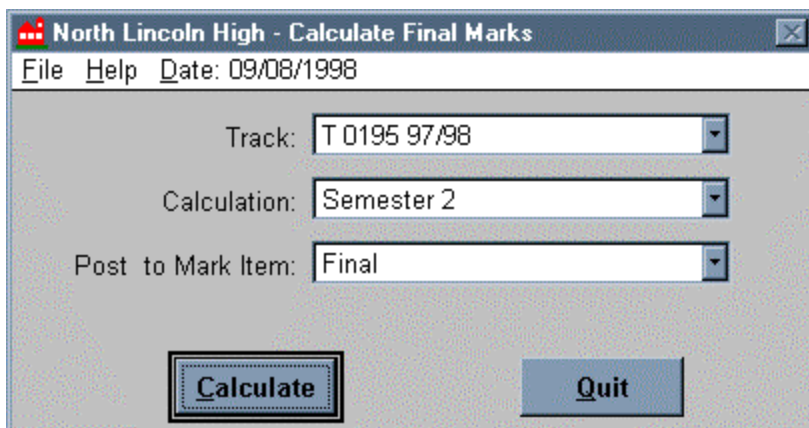
### Launch Calculate Final Marks

From the Mark Reporting Menu, select **Calculate Final Marks**. This program has only three selections to make.

**Track** – select the proper track.

**Calculation** – select the Mark Definition that contains the marks that you want to calculate final marks for.

**Post to Mark Item** – select the Mark Item within that Mark Definition to which the calculated mark will be posted.



*Calculate Final Marks selections.*

## Calculate the Final Marks

After you have set your Options, you may click the **Calculate** button to run the Final Marks Calculation. This will take a while to run. When it is complete, a dialogue box will appear telling you how many Final Marks records were posted and how many were updated.

You can then go into **Class Marks** or **Student Marks** to view the Final Marks that were generated by this process. Look for the results in the column for the appropriate Mark Reporting Term and Mark Type Code.

**NOTE:** You will have to run the Final Marks Calculation for each Mark Definition that has a Final Mark as one of its Mark Items. For example, if you have Mark Definitions for 'Semester 1' and for 'All Year' that both use Final Marks, you will need to run the Final Marks Calculation twice. One time, the courses with 'Semester 1' selected as their Mark Definition will be included in the calculations. The second time, courses with 'All Year' selected as their Mark Definition will be included.



## HONOR ROLL CALCULATION

The Honor Roll Calculation and Listing Report is used to generate an Honor Roll Listing as well as to generate averages and make eligibility calculations. For courses that need to be included into the Honor Roll and eligibility calculations, the proper selections must have been made in the District Courses application during the Mark Reporting Set-Up process. If this has not yet been done, refer to the Set-Up documentation.

### Launch Honor Roll Calculations and Listing

This is located in the **Reports** menu under the Mark Reporting menu.

First you need to select the **Track** you want to work with. The system can only generate the Honor Roll and make eligibility calculations for one track at a time.

Then choose the **Mark Reporting Point** that this listing and calculation will apply to. The choices here come directly from your Timeline.

The **Course Category** allows you to select, in general, which courses will be used in the Honor Roll and eligibility calculations. In this case the report is looking for courses that have been defined with '**Include in Honor Roll**' in their Course Category selection field. (NOTE: This should have been defined in the Mark Reporting Set-Up Process. Refer to the '**Set-Up for Honor Roll**' section within the **Mark Values** section of that documentation for more details.)

**Marks to Include** is used to select which Mark Types to include in the calculation portion of the Honor Roll and eligibility procedure. Multiple selections may be made by using CTRL-Click. In the **Minimum Average** field, you type in the numeric value that is the cut-off, or lowest possible average, that defines whether or not a student is on the Honor Roll. The **Minimum Average** calculation uses the Mark Type(s) you selected in the **Marks to Include selection box**. In the following example, the Academic Mark Type will be used to calculate the average, and if the average is below '**80.00**', the student will not be included in the Honor Roll.

NOTE: The '**Num Mrk**' column of the Mark Set(s) you plan to use for Honor Roll calculation needs to have been defined during the Mark Reporting Set-Up Process to allow that Mark Set to be used for calculation purposes. Refer to the Set-Up documentation on Mark Values for more information.

The **Minimum Mark Value** related to the **Marks to Check** selection box can be used if you want to define a cut-off for Mark Values that would disqualify a student from the Honor Roll. For example, you want a mark of 'D' or lower to automatically disqualify a student from the Honor Roll. Your Numeric Mark ('Num Mark') for the Mark Set(s) that is tied to your Academic Mark Type could have 'D' defined as '70' and 'F' defined as '0'. You would type '71.00' in this field, and any student with a 'D' (Num Mark of '70') or lower would not be included in the Honor Roll, even if their average was higher than what you set in the **Minimum Average** field.

This minimum value only looks at the Mark Types you select in the **Marks to Check** selection box. This way, you can use only your Citizenship Marks to disqualify a student from the Honor Roll for instance. The Numeric Marks for Citizenship should be defined in a similar fashion to the Numeric Marks for Academic ('NI' for 'Needs Improvement' could have a value of '60' and 'U' for 'Unsatisfactory' could have a value of '50'). Then, with '71.00' in the **Minimum Mark Value** field,

any student with an 'NI' or a 'U' would be disqualified from the Honor Roll, even if their Academic average is over '80.00', which was defined earlier as the **Minimum Average**.

The screenshot shows the 'North Lincoln High - Honor Roll Calculation & Listing' application window. The 'Options' tab is active. The 'Title' field is 'Honor Roll Calculation & Listing'. The 'Track' is 'T 0195 98/99'. The 'Mark Reporting Point' is 'First Nine Week'. The 'Course Category' is 'Include in Honor Roll'. The 'Print All Students' checkbox is unchecked. The 'Post results to Eligibility' checkbox is checked, with a green arrow pointing to the 'As of' date field '09/24/1998'. The 'Minimum Average' is '80.00' and the 'Minimum Mark Value' is '71.00'. Both 'Mark Types to Include' and 'Mark Types to Check' lists contain 'Academic', 'Conduct', 'Effort', 'Attitude', and 'Exam Grades'. At the bottom are buttons for 'Print...', 'Preview...', 'Reset All', and 'Quit'.

*Honor Roll Calculation & Listing Options tab with **Minimum Average** and **Minimum Mark Value** fields used to define which students are excluded from the Honor Roll.*

The **Print All Students** check-box designates how you want the students to print on the Honor Roll Listing. If you want the report to print all students and designate those that are on the Honor Roll, you would check this option. If you do not check this box, the Honor Roll Listing will only print the students who qualify for the Honor Roll.

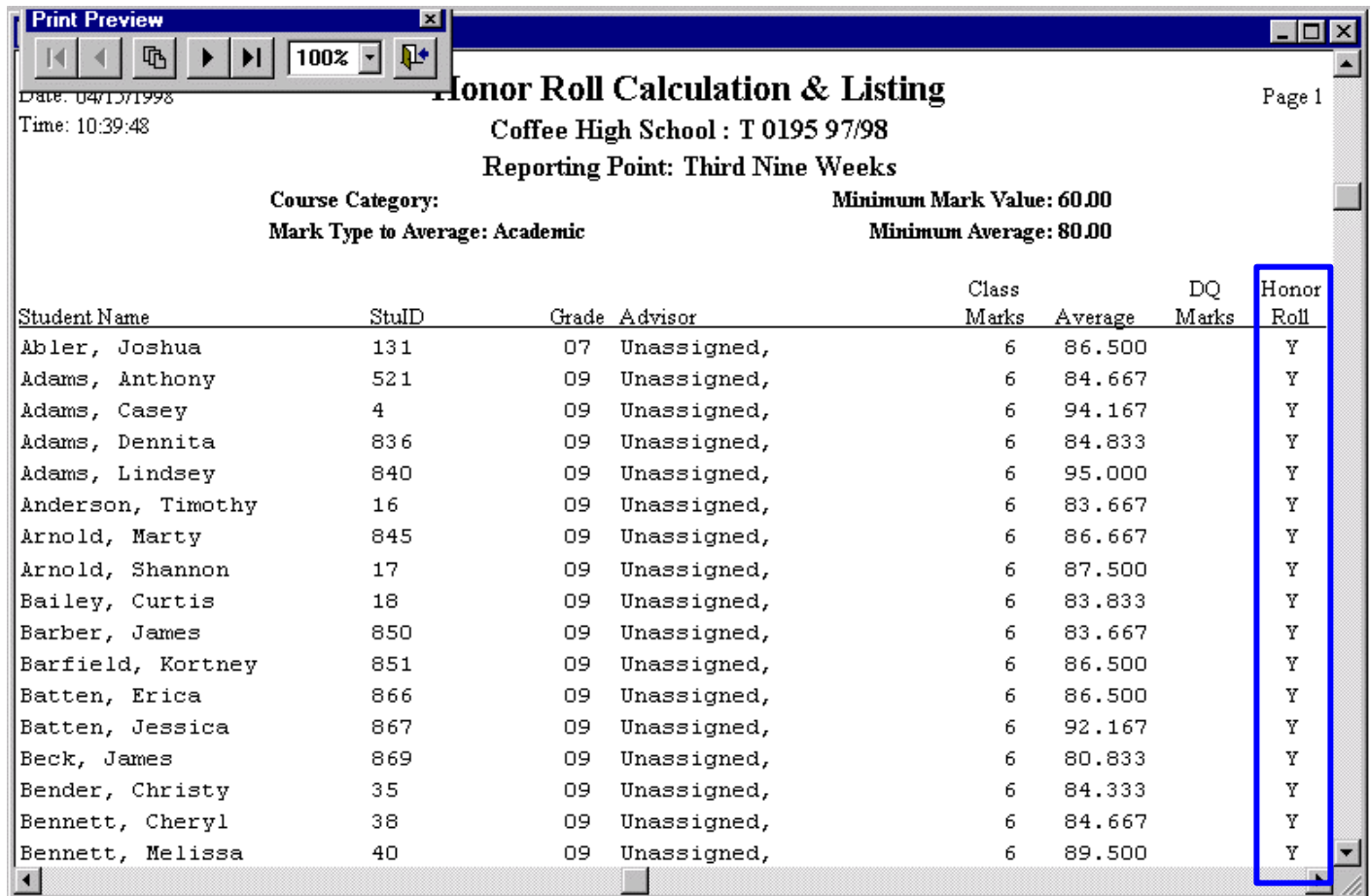
**Post Results to Eligibility** is used to populate SIS 2000+ eligibility table so that the resulting calculations from the Honor Roll being processed can be included on the Report Card. If Post Results to Eligibility is not selected, averages will not print on the Report Card. The **As Of** field is used to designate the date of eligibility. (i.e., It may have taken several days after the end of the Mark Reporting Period to enter and verify Marks, but the eligibility date needs to be the last day of the Mark Reporting Period. Set the As Of field to the correct date after you have check-off Post Results to Eligibility.)

## Preview and Print the Report

The Select and Sort tabs may be used as they would be in any other SIS 2000+ report.

This report will take several minutes to come as a preview or a print job. When preview or print are selected, it performs the calculations for all of the students you have selected, and that takes a while.

The following is a sample of what the report looks like:



**Honor Roll Calculation & Listing**  
Coffee High School : T 0195 97/98  
Reporting Point: Third Nine Weeks

Course Category: Minimum Mark Value: 60.00  
Mark Type to Average: Academic Minimum Average: 80.00

Student Name	StuID	Grade	Advisor	Class Marks	Average	DQ Marks	Honor Roll
Abler, Joshua	131	07	Unassigned,	6	86.500		Y
Adams, Anthony	521	09	Unassigned,	6	84.667		Y
Adams, Casey	4	09	Unassigned,	6	94.167		Y
Adams, Dennita	836	09	Unassigned,	6	84.833		Y
Adams, Lindsey	840	09	Unassigned,	6	95.000		Y
Anderson, Timothy	16	09	Unassigned,	6	83.667		Y
Arnold, Marty	845	09	Unassigned,	6	86.667		Y
Arnold, Shannon	17	09	Unassigned,	6	87.500		Y
Bailey, Curtis	18	09	Unassigned,	6	83.833		Y
Barber, James	850	09	Unassigned,	6	83.667		Y
Barfield, Kortney	851	09	Unassigned,	6	86.500		Y
Batten, Erica	866	09	Unassigned,	6	86.500		Y
Batten, Jessica	867	09	Unassigned,	6	92.167		Y
Beck, James	869	09	Unassigned,	6	80.833		Y
Bender, Christy	35	09	Unassigned,	6	84.333		Y
Bennett, Cheryl	38	09	Unassigned,	6	84.667		Y
Bennett, Melissa	40	09	Unassigned,	6	89.500		Y

**Honor Roll Calculation and Listing report for only students *included in the Honor Roll*.**

Now you are ready to move on to printing Report Cards.

## POSTING AND DISTRIBUTING MARKS

### REPORT CARDS

Now that all of the Calculations that can be included on a Report Card have been run, you can launch the **Report Card** report from the **Reports** menu, within the **Mark Reporting** menu.

NOTE: The Report Card described and outlined here is specific to Coffee County, Georgia. The 'generic' Report Card is under construction, but will have similar functions and features.

### Choose Options to Print

The screenshot shows a software window titled "Coffee High School - Coffee Co. Report Card". It has three tabs: "Options" (selected), "Select", and "Sort". The "Options" tab contains the following controls:

- ☐ Title: A text input field.
- Track: A dropdown menu showing "T - T 0195 97/98".
- Type: A group box containing four radio buttons: "High School" (selected), "Middle School", "Grades 3 - 5", and "Grades 1 - 2".
- Report Period: A section with "Between:" followed by two dropdown menus showing "First Nine Week" and "Fourth Nine Weeks", with the word "and" between them. Below this is a checked checkbox for "Include Progress".
- Four checkboxes at the bottom: "Include Classes with No Marks" (unchecked), "Include Class Averages" (checked), "Include Promotion/Retention" (checked), and "Include Term Averages" (checked). "Include Attendance" is also checked.
- A "Reset" button.

At the bottom of the window are four buttons: "Print..." (highlighted with a dashed border), "Preview...", "Reset All", and "Quit".

**Report Card Options screen.**

**Track** – select the proper track.

**Type** – each of the selections here prints out a different set of text on the top portion of the Report Card. Select the proper text based on the grade level of the students that you will be printing Report Cards for.

**Report Period** – select the first and last Reporting Periods to be included on the Report Card. This will include all Reporting Periods in between the two selections on the Report Card as well.

**Include Progress** – must be checked-off.

**Include Classes with No Marks** – when Report Cards are printed, there may be classes for which a student has earned no Marks for yet. To include that course on the Report Card, with the Marks fields blank, check this box. To print only those courses for which a student has earned Marks, DO NOT check this box.

**Include Promotion/Retention** – check this off if you want to include a line on the Report Card indicating that a student has either been promoted to the next grade level or retained in the same grade level.

**Include Attendance** – if Attendance Calculations have been run, and you want them to be included on the Report Card, check off this box. The Calculation that is posted is based on which Mark Reporting Periods are selected as the beginning and ending periods of this Report Card.

**Include Class Averages** – check this off to include an average of the Academic Marks earned for each course.

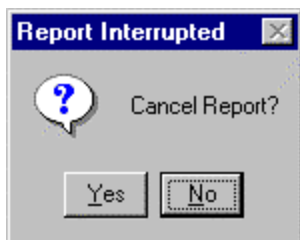
**Include Term Averages** – check this off to include the Honor Roll Term Calculations on the Report Card.

## Preview and Print the Report Cards

Make any necessary Selection and Sorting choices as necessary from the Select and Sort tabs.

When all the choices and settings have been made, click on **Preview** to verify that the proper information is included on the Report Card.

NOTE: Each Report Card will be previewed as a separate report. To get out of the preview mode, hold down the escape ('esc') key until you are asked if you want to cancel the preview. Answering YES will close the preview mode and return you to the report screens.



Preview cancel dialogue box.

Now click **Print** to actually print out the selected Report Cards.

***Below is a sample of a previewed Report Card.***

SchoolNet C/S
File Edit Window Help

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Report Designer - garcd.frx - Page 1
Print Preview

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Coffee High School

Student Achievement Report

If you have any questions about this report, please make an appointment with the appropriate teacher, grade level counselor, or administrator.

Students must meet the following graduation requirements:

1. Attendance requirements (NC indicates loss of credit due to excessive absences)
2. 21 Carnegie units including the courses specified in the appropriate core curriculum
3. Passing scores on all required parts of the Georgia High School Graduation Test

Units required for promotion:

9th: 5 units; 10th: 9 units; 11th: 15 units

Students in grades 9 - 12 must meet certain requirements specified by the Georgia High School Association and by the Coffee County Board of Education to participate in extracurricular activities including athletics.

Requirements may be obtained from the school.

Coffee High School : 7 - 7 11/85 12/88      your child will be promoted to grade 11      11/11/1988

PAC	COURSE	TEACHER	G1		G2		G3		G4		G5		Avg Abs
			A	DET	A	DET	A	DET	A	DET	A	DET	
1	GEORGIA	M. Royal											1
1	GEORGIA	M. Royal					82	111	72	121	77		77
2	FOREIGN GEN	M. Royal											1
2	FOREIGN GEN	M. Royal					88		77		78		78
3	LITERATURE (Comp)	M. Royal											1
3	LITERATURE (Comp)	M. Royal					88	121	88		88		88
4	PERSONALITY	B. Night											11
4	PERSONALITY	B. Night					81		85		85		85
5	ALGEBRA I	C. Darway											11
5	ALGEBRA I	C. Darway					83	111					83
6	BIOLOGY	A. Smith											11
6	BIOLOGY	A. Smith					84						84
Average:													84.250

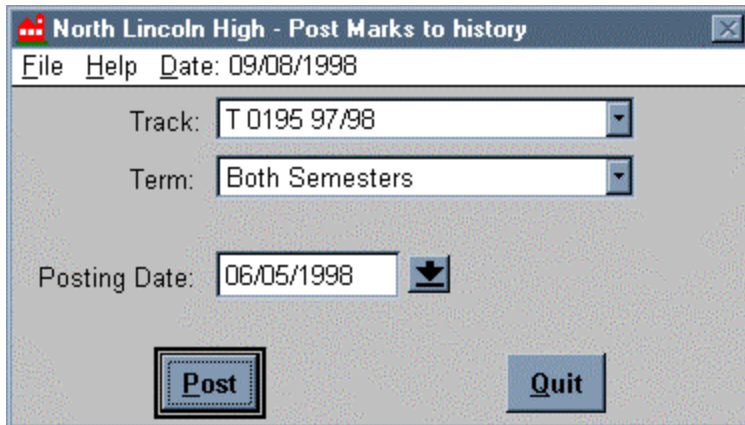
Conduct [C]	Effort [E]	Attitude [A]	Grade Scale	Student P
1. EXCELLENT	1. EXCELLENT	1. EXCELLENT	A - 100 - 88	521
2. SATISFACTORY	2. SATISFACTORY	2. SATISFACTORY	B - 88 - 80	
3. NEEDS IMPROVEMENT	3. NEEDS IMPROVEMENT	3. NEEDS IMPROVEMENT	C - 78 - 70	
4. UNSATISFACTORY	4. UNSATISFACTORY	4. UNSATISFACTORY	D - Below 70	
5. PARENT CONFERENCE	5. PARENT CONFERENCE	5. PARENT CONFERENCE	NC - NO CREDIT	

Report Card Preview

## POST MARKS TO ACADEMIC HISTORY

After Marks are entered and you've calculated the Final Marks (if applicable), you can post them to students' Academic History (transcript) records.

This is done through the **Post to History** application, under the Mark Reporting Menu.



**Post to History selections.**

**Track** – select the proper track.

**Term** – select the Mark Reporting Term that contains the Marks you want to post to the students' Academic History records.

**Posting Date** – enter the date that you want recorded as the posting date for these Marks in the students' Academic History records.

After you've made your selections, click on the **Post** button to run the posting process. This will take a while to run, and you will receive a dialogue screen summarizing how many records were posted.

### ***What's Next?***

It is likely that after Report Cards are distributed, there will be changes that will have to be made to marks that were entered for certain students. Those changes can be made through either Class Marks or Students Marks. The Report Card can be printed at any time for any student or group of students. Make sure to select the proper Mark Reporting Period each time you run the Report Card Report. Also, for schools that use Final Marks Calculations, you will want to go through the Calculate Final Marks process again after editing students' marks and prior to re-printing Report Cards to ensure that the Final Marks are accurate and up-to-date.

If you need to now work on transcripts and Grade Point Averages, go to the Academic History applications. Refer to that documentation for more details.

If you do not have to deal with either of those, you are done with the complete Mark Reporting Process. You may return to the Set-Up, Entry, or Calculation Processes at any time as changes or updates are needed.